

# PARALEGAL SPECIALIST


## CUSTOMS AND BORDER PROTECTION

1 vacancy in the following location:

 Yuma, AZ

Work Schedule is Full Time - Permanent

Opened Wednesday 6/24/2015  
(426 day(s) ago)

 Closed Wednesday 7/8/2015  
(412 day(s) ago)

### Salary Range

\$39,570.00 to \$76,131.00 / Per Year

### Series & Grade

GS-0950-07/09

### Promotion Potential

11

### Supervisory Status

No

### Who May Apply

Current U.S. Customs and Border Protection employees with competitive status within the local commuting area.

### Control Number

406572100

### Job Announcement Number

MHCBPMP-1425486-CVM

## Job Summary

### *Customs & Border Protection (CBP): Securing America's Borders*

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>.

Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise to provide legal support of those executing the law enforcement duties at the port level. This position starts at a salary of \$39,570 (GS-7, step 01) with promotion potential to \$76,131 (GS-11, step 10). Apply for this exciting opportunity to strengthen Homeland Security by performing paralegal activities such as reviewing and finalizing claims, preparing cases, and participating in the work of a paralegal team.

**Who May Apply:** Current U.S. Customs and Border Protection employees with competitive status within the local commuting area.

- For definitions of terms found in this announcement, please see [http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm).

**Organizational Location:** This position is located within U.S. Customs and Border Protection, Office of Border Patrol, Yuma Sector Headquarters, Yuma AZ.

One or more selections may be made using this job opportunity announcement.

## Duties

In this Paralegal Specialist position you will become a key member of a team of Homeland Security professionals providing key legal support for the law enforcement duties. Typical work assignments include:

- Performing legal support work arising from seizures, penalties, and liquidated damages assessed under applicable laws and regulations
- Reviewing and finalizing claims for liquidated damages and penalty cases
- Preparing synopses of cases including alternatives and recommended solutions
- Holding conferences with the importing public to provide status of cases or required procedures

## Travel Required

- Not Required

## Relocation Authorized

- No

## Key Requirements

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation
- Males born after 12/31/1959 must be registered with Selective Service
- You may be required to pass initial and random drug testing

## Qualifications

**GS-7:** You qualify at the GS-7 level if you possess one (1) year of specialized experience that equipped you with the skills needed to perform the job duties. Such examples include analyzing facts and information and summarizing it for use in penalty notices and decisions on petitions for relief; attending conferences between violators and senior Specialists; providing technical assistance; and searching for citations of law, precedent court and administrative decisions, and regulatory material.

**GS-9:** You qualify at the GS-9 level if you possess one (1) year of specialized experience that equipped you with the skills needed to perform the job duties. Such examples include participating in the substantive development of fines, penalties and forfeiture cases by analyzing and evaluating seizure, fraud, liquidated damages and penalty cases where clear precedents exist and recommending the disposition of cases; reviewing all case documents and evidence to determine nature of violation; and correlating all evidence, investigative reports, and information obtained from other U.S. Customs and Border officials.

### Education Substitution:

**GS-7:** You may substitute successful completion of one year of full-time graduate education for the experience required at the GS-7 level. This education must have been obtained from an accredited college or university. Check with your school to determine how many credit hours comprise a year of graduate education. If that information is not available, use 18 semester or 27 quarter hours. You may also substitute superior academic achievement for the experience required at the GS-7 level. You must have completed the requirements for a bachelor's degree from an accredited college or university with a grade point average of 3.0 or higher on a 4.0 scale, or have a class standing in the upper third of a graduating class or major subdivision, or membership in a national scholastic honor society. Refer to [www.cbp.gov](http://www.cbp.gov) for additional information.

**GS-9:** You may substitute a Master's degree or 2 full years of graduate education in any field or a L.L.B. or J.D. degree for the experience required at the GS-9 grade level. Such education must have been obtained in an accredited college or university and demonstrate the skills necessary to do the work. Check with your school to determine how many credit hours comprise two years of graduate education. If that information is not available, use 36 semester or 54 quarter hours. You are required to submit proof of your claim.

**Combining Experience and Education:** To combine your education and experience, you must convert each to a percentage, and then add the percentages. The combined total of your percentage of education and experience must equal at least 100% in order to qualify. If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. To calculate your percentage of graduate education, divide the number of graduate semester hours in excess of the amount required for the next lower grade level, by 18. To determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by the required number of months of experience. Add your percentages of education and experience. The two percentages must total at least 100%.

**You must:**

- Meet all qualification requirements, including education, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service) by Wednesday, July 08, 2015.

**Training:** You may be required to attend five (5) weeks of paid training at Federal Law Enforcement Training Center in Glynco, Georgia. In addition, you may be required to attend 40 hours of Contract Officer Technical Representative (COTR) training.

## Security Clearance

Not Applicable

## What To Expect Next

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/CustomsBorder)

## BENEFITS

DHS offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to [www.dhs.gov/careers](http://www.dhs.gov/careers) and select "Benefits".

To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website: <http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>

## Other Information

**Background Investigation:** Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: [http://www.cbp.gov/xp/cgov/careers/apply/mandatory\\_back\\_invest.xml](http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml).

**Probationary Period:** Current and former federal employees may be required to serve or complete a probationary period.

Every individual receives a fair opportunity throughout the Federal recruitment and hiring process. To learn more, click on the link [https://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf)

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To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using OPM Form 1203-FX [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf), and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>. Please include job opportunity announcement ID 1425486 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

**Applications and supporting documentation will not be accepted by mail or email.** The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 Eastern Standard Time on Wednesday, July 08, 2015**

## How You Will Be Evaluated

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an online self-assessment questionnaire that is based on the competencies or knowledge, skills, and abilities listed below. You will receive a score ranging from 70-100 based on your responses.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](#).

**Knowledge, Skills, Abilities and Other Characteristics (KSAOs):** Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Skill in performing legal support work under applicable laws and regulations
- Knowledge of various titles of law applicable to agency mission, Federal and State laws A
- Ability to analyze problems to identify significant factors; gather pertinent data; and recognize solutions
- Ability to effectively communicate both orally and in writing

**Agency Career Transition Assistance Program (CTAP) eligibility:** If you have never worked for the federal government, you are not CTAP eligible. Information about CTAP eligibility is on the OPM's Career Transition Resources website at: [http://www.opm.gov/Reduction\\_In\\_Force/employee\\_resources/ctap/Employee-Guideline\\_CTAP.asp#3a](http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a). To be considered well qualified under CTAP, you must be rated at a minimum score of 85 for this position. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/YY). Your resume should also contain your full name, address, phone number, email address, and your work schedule and salary.
- **Your responses to the job questionnaire** [View Occupational Questionnaire](#)

- **Are you qualifying based on education?** Submit a copy of your college transcript (unofficial is acceptable) or a list of coursework with hours completed. Education must be from an institution accredited by an agency recognized by the U.S. Department of Education. Education obtained from a foreign university or college is not creditable unless it has been evaluated by an organization that specializes in interpretation of education credentials. For a listing of accrediting agencies, please see <http://www.naces.org/members.htm>.
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)?** You must submit a separation notice; SF-50B; a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
- ***Veterans preference points are not applicable to Merit Promotion announcements; veterans documentation is required only to verify eligibility.***
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards.

**It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate.** Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.



**Customs & Border Protection**  
U.S. Department of Homeland Security CBP.gov

# Department Of Homeland Security

## Customs and Border Protection

### Contact

CBP Hiring OBP and OAM Staffing  
Phone: (952)857-2935  
Email: CBPHIRING-OBPSTAFFING@CBP.DHS.GOV

### Address

Customs and Border Protection  
5600 American Blvd  
Suite 700  
Bloomington  
MN  
USA  
(478)757-3144